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Nebraska Information Technology Commission
Community Technology Fund 2001

Application Form

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Section I: General Information

      A. Project Title: Scribner Community-Library Internet Project
      Name of Submitting Entity: Scribner Public Library
      Project Contact Information:
      Name: Jeanette Groppe
      Address: P O Box M
      City, State, Zip: Scribner NE 68057
      Telephone: 402 664-3540
      Fax: 402-664-3009
      E-mail Address:

      B. Certification for Request

        I certify that to the best of my knowledge the information in this application is correct and that the application has been authorized by this entity to meet the obligations set forth in this application.

      Authorized Signature: Jeanette A. Groppe
      Typed Name: Jeanette A. Groppe
      Title: Library Director
      Name of Entity: Scribner Public Library
      Date: February 13, 2001

      Total State Funds Requested: $9079.08

Section II: Executive Summary

The Scribner Community-Library Internet Project would provide a larger more usable Internet center for the public library. At the current time only two computers are available for public Internet use. We frequently have people waiting in line to use computers and have to limit time. The project would allow for these two computers to be replaced, two card catalog computers to be replaced with card catalog and Internet computers and an additional Internet computer to be added to the genealogy section of the library.

The city offices currently have one computer connected to the Internet and employees must wait to use that computer. The project would also provide for two additional computers for the city, both with Internet access.

The third part of the project would be the development of web pages for the city, the library and for local businesses. All businesses in the community would be included on the city web page and individual web pages would be provided for businesses that have Internet access.

Section III. Goal and Objectives.

1. Describe the project, including the specific goals and objectives.

The overall goals are threefold with the first providing better Internet service to the community for business, educational and personal use. The second goal is to provide more Internet accessibility for city employees and the third goal would be provide web pages for the community businesses as a way of stimulating the economy and also as method of making Scribner more widely known.

2. Describe the project's relationship to the entity's comprehensive technology plan.

The technology plan of the Scribner Public Library states the following
- Internet access be made available to all at no charge.
- Equipment shall remain current and up to date with best service possible.
- Provide technology to help promote the community's economic growth and prosperity.

3. Describe the project's objectives and how they support the goals of the NITC and/or the priorities of the Community Council.

- **Improve government efficiency and effectiveness:**
  More people in the city offices will be able to access the Internet at one time. This would also allow each employee in the office to have a computer available. The city offices currently have one computer connected to the Internet and employees must wait to use that computer....not only to use the Internet but in order to have access to any computer. The project would also provide for two additional computers for the city, both with Internet access.

- **Expand citizen access to government information:**

    A total of five computers with Internet available will allow more patrons to access information at one time. This will enable the library to allow unlimited access rather than set time limits.

- **Broaden educational opportunities to include expanded access to lifelong educational and training opportunities so that Nebraska's citizens and workforce can prosper in the emerging information society.**

    Internet access means more educational opportunities. Providing unlimited access to as many as five people at one time assures no time limits on usage. Patrons will be able to use the Internet for reference, for school assignments and general knowledge. Those patrons enrolled in telecourses will be able to do classes online if warranted.

- **Enhance services to Nebraska communities and citizens.**

    Improved service in providing Internet service to the public may result in increased economic growth.   The goal of providing Internet web sites for the local businesses will greatly enhance their chance for growth and for increased name recognition.

Section IV: Scope and Objectives

1. Beneficiaries of this project and the need(s) being addressed.

    The primary beneficiaries will be the residents of the community and of the surrounding area. Scribner is a small community surrounded by 4 townships. Some of our patrons also come from the surrounding communities.
    Currently patrons must wait in line for use of the computers at the library. There are two card catalog computers, one of which is also Internet accessible which is currently not working, plus two other computers that are Internet accessible. They are also both CD-ROM computers and are used for reference using these sources. These are older, slower computers that are unable to keep up with the demands of our patrons.
     The project would provide more efficient operation of the city offices due to the increase in computers and access to Internet. There are currently 3 computers in the city offices with 5 employees, but only one of these computers is connected to the Internet. Not only would the employees benefit, but the community itself would benefit because the office would run more efficiently.
    Thirdly, the web pages promoting the city and local businesses may provide more economic growth and stability which will benefit approximately 30 businesses and all the residents of the community and surrounding townships.
    As technology takes on a more important part of our daily lives, the community and the library are natural providers of this service.

2. Expected outcomes of the project.

- Residents are able to use the Internet on an unlimited basis during library hours. (Scribner Public Library maintains 30 open hours per week, which is double what is required by the Nebraska Library Commission for a community our size. We are also open one evening a week and on weekends.)
- Residents will be able to use Internet as an aid for life long learning.
- Students will be able to use the Internet as a reference tool.
- Increased technology in the city offices would provide more efficiency.
- Economic growth would be an important product of the business web pages that would be produced as a part of this project.
- Web pages will be produced and updated as necessary. (deliverable)

3. Measurement and assessment methods that will verify project outcomes;

The Library does a survey of the community on a regular basis. The survey would be expanded to include information pertaining to this project. The Chamber of Commerce (community businesses) would be polled to determine outcomes of the web pages.

4. Significant constraints of the project (Constraints are factors that will limit the project management team's options).

- Adequate funding is the most significant constraint of this project.
- Finding enough time to develop the web pages necessary will be a problem if we have a large majority of the businesses sign-up for web page design.

5. Significant assumptions relating to the project (Assumptions are factors that, for planning purposes, will be considered to be true.)

All personnel are trained in technology to a degree and all are able to use the Internet for the purposes needed. Most personnel also take continuing education classes dealing with computers. The volunteers at the school who will be creating the web sites are in place and will be able to start as soon as possible.

Section V: Project Justification (Business Case)

1. Cost/benefit analysis and a life cycle cost analysis.

This is a very difficult question. The total cost for the city offices would be $3698..00. If this would save 5 hours a week between the two employees, it would save 260 hours in one year. At an average salary of $12.00 the savings would be $3120.00 in one year. The computers would be almost paid for in one year. Cost of access would

not be an issue as all computer would run through one modem and the fee paid covers unlimited access.

The library costs would be $7650.85. We average approximately 5 people per day using the Internet with approximately that many using computers for other purposes. This is with limited usage and frequently people do not want to wait around to access the Internet. The addition of the computers would allow more to use the Internet in addition to having computers free to use with CD-ROM's , etc. Even if only 3 people a day extra use the computers that would be 780 extra uses a year.

The cost of the web pages would be minimal. The school will do the web pages for free. The remaining costs to be paid to a server will be paid by each individual business.

2. Impact the project will have on the customers, clients, and citizens. What services or processes will be changed or implemented, with respect to customer service, productivity, quality, or performance.

The greatest impact will be on the residents of the community and surrounding area. Currently only two people are able to use a computer, let alone access the Internet at a time at the library. Two other computers are available for card catalog. With the new computers, three will be available for general computer and Internet use, while the two card catalog computers will be available for Internet access if needed.

The computers for the city offices would benefit the community as well as the employees, The employees will be better able to perform their tasks, which will result in serving the community better.

The third part of the project would benefit the businesses and thus the entire community and surrounding area by promoting economic growth and also name recognition.

3. Impact the new system will have on current problems and how it will impact the entity's policies, procedures, standards, staffing, costs, and funding;

Policies: The policy of limiting access to computers at the library at times of high usage could possibly be eliminated. At this time, the library has not had more than four (4) patrons wanting to use the computers at one time. As more people obtain computers with Internet access in their homes, we do not foresee this number increasing.

Procedures: No procedure impacts are foreseen.

Standards: Higher standards of services are to be expected at both the library and the city offices due to the increased number of computers and the increased number of computers available for Internet Access.

Staffing: No staffing level impacts are foreseen.

Costs: The addition of these computers to the library and the city offices will not affect staffing. However, upgrades in both software and hardware will be necessary in

the future. The costs of upgrades are difficult to foresee as prices change so rapidly. The library and the city are committed to serving the public with efficiency and with providing the best service available. The necessary expenditures to sustain the service will be provided as part of the budget.

Each business and entity who wishes to have a web site developed will pay the initial costs of registering on a server and the monthly costs accrued.

Funding: No impact on funding is foreseen.

4. Other solutions that were evaluated and why they were rejected. Include their strengths and weaknesses. Explain the implications of doing nothing and why this option is not acceptable;

The only solution to the problems is the replacement of slower computers and the addition of more computers.
Doing nothing would result strictly in a status quo. The library will continue to serve our patrons to the best of our ability as will the city. Businesses would continue to do business as usual.

5. The project's compliance with any state or federal mandates. If yes, please specify the mandate being addressed.

Not applicable--we are not aware of any state or federal mandates which would affect this project.

Section VI: Implementation

1. Project sponsor(s) and stakeholder acceptance analysis.

The project sponsors are the City of Scribner, the Scribner Public Library and the Scribner-Snyder Community School. Stakeholders are the residents of the community and surrounding area as well as the businesses in and around the community.

2. Define the roles, responsibilities, and required experience of the project team.

Coordinator: Jeanette Groppe, Library Director, will serve as coordinator for the project and will serve as representative for both the city and the library. The tasks should require very little additional hours and if it does, those will be absorbed by the library budget.

School administrators: Mr. Fred Ivey and Mr. Richard Alt will be responsible for the web page development and content. They will be responsible for compilation of volunteer hours in producing the pages.

3. List the major milestones and deliverable for each milestone;

> **April 2000**
> The web pages for the library and for the city will be developed.

> **May 2000**
> Development of business web pages will begin.

> **June 2000**

> Order appropriate hardware, software and miscellaneous equipment needed.

> **July 2000**

> Install all equipment

> **September 2000**

> Continue work on web pages.

4. Training and staff development requirements and procedures;

> Not applicable. - All employees and students (volunteers) are trained in computer use and Internet use. Student volunteers are trained in web page development.

5. Maintenance and on-going support requirements, plans and provisions.

> Maintenance will be performed by Frank Vrba on an as needed basis. Internet access currently will cost approximately $30.00 a month. Both of these costs are part of the budget of the Scribner Public Library.
> Maintenance of the web pages will be conducted by the Scribner-Snyder Community Schools.

Section VII: Technical Impact

1. Describe the hardware, software, and communications requirements for this project. Describe the strength and weaknesses of the proposed solution.

> The project will replace four slower computers at the library and add 1 new one. The project will also add 2 new computers at the city offices.

Scribner Public Library
- Computers: Intel Pentium III 933 MHz, 15 GB hard drive, 64MB RAM, 1.44MB disk drive, 52X CD-ROM with sound. Keyboard, Logitech mouse, Intel 10/100 ethernet, 15" AOC monitor with speakers, Notron Anti-Virus, Microsoft Windows 98.

Includes a 7-year warranty on all hardware, except the monitor, which includes a 3-year warranty.

- Printer: HP895 Cse Hewlett-Packard DeskJetCse ink jet printer
- Wiring, etc.: ethernet cables, surface box, face plate, modular jacks, LD5 raceway, labor for installation, 8-port 10/100 hub, electronic certification, RJ-45's, patch cables.

Scribner City Offices

- Computers: Intel Pentium III 933MHz, 15GB hard drive, 64MB RAM, 1.44MB disk drive, 52X CD-ROM with sound, Keyboard, Logitech mouse, Intel 10/100 ethernet, 15"AOC monitor with speakers, Norton Anti-Virus, Microsoft Windows 98.
    Includes a 7-year warranty on all hardware, except the monitor, which includes a

3

    year warranty.
- Printer: HP895 Cse Hewlett-Packard DeskJetCse ink jet printer.
- Wiring, etc.: Category 5 cabling, face plates, modular jacks, wall boxes LD-5 raceway, Labor, Electronic Certification, 8-port 10/100 Hub, Rj-45's, miscellaneous supplies and routing hardware.

The strength of this solution is the increased efficiency of both the city offices and library.

Chief concern at this time is the reliability of the Internet. Losing connection to the Internet does happen and is an ongoing risk.

2. Rationale for determining the selection and appropriateness of the proposed technology components compared to the needs of the users;

The computers chosen are large and fast It is anticipated they will handle the needs of the community for 3 to 5 years.

3. Issues pertaining to reliability, security and salability (future needs for growth or adaptation).

Although new advances are being made every day in the field of technology, it is anticipated that this equipment will be compatible for several years. Any piece of equipment can be faulty, however, this units were selected as the library has used this equipment in the past and it has proven extremely reliable and this company offers an excellent warranty.

4. Appropriateness of the key technologies with respect to generally accepted industry standards.

Not applicable.

5. Compatibility with existing institutional and/or statewide infrastructure.

The selected equipment is compatible with current equipment.

Section VIII: Risk Assessment

1. Describe the risk assessment which has been performed on this project.

An analysis of the project has detected very few risks and the risks involved would not affect the overall outcome of the project.

2. List the identified risks and relative importance of each; (combined with 3 below)

3. Identify strategies which have been developed to minimize risks.

- Non cooperation of businesses in establishing web pages ..low impact. In this case, it will not affect the outcome of the project and would impact only the business involved. To minimize this problem an education project has been initiated by the library and Chamber of Commerce Board to inform businesses of the benefits of Internet accessibility.
- Equipment failure or malfunction.... major impact. As neither the city nor the library can afford to hire a full time computer specialists, a specialists will be called in on an "as need" basis. Funds will be provided by the city and/or library.

4. Impact if project is not completed as proposed.

The impact of not completing the project as proposed would be the postponement of perhaps a year in meeting this commitment to the community. Work will progress on at least the city and library web pages.

Section IX: Financial Analysis and Budget

	CTF Grant Funding	Cash Match	In-Kind Match	Other Funding Sources	Total
Personnel			$1125.00		$1125.00
Contractual Services					
Design					
Programming and Testing					
Project management, evaluation, and quality assurance					
Other					
Capital Expenditures					
Hardware Acquisition	$8457.60	$1916.40			$10374.00
Software Acquisition		198.00			198.00
Network Costs					
Other	621.48	155.37			776.85
Other Cost					
Telecommunications					
Supplies and materials					
Travel					
TOTAL	$9079.08	$2269.77	$1125.00		$12473.85

Financial Narrative Notes:

1. Please include estimated number of hours or full-time equivalent (FTE) by position.

Not applicable

2. Please itemize other contractual expenses on separate sheet.

Not applicable

3. Please itemize capital expenditures by categories (hardware, software, network, and other) on a separate sheet.

See attachment.

4. Please itemize other operating expenses on a separate sheet.

Not applicable.

5. Please indicate the source of any cash match.

The city of Scribner will provide $2267.00 in cash match.

6. Please indicate the source of in-kind match and how it will be documented.

Web page design will provided by the students of Scribner-Snyder Community Schools. This cost will depend upon the number of pages requested by businesses. As some businesses already have developed web pages, it is estimated another 10 will partake in the project. An average cost of .$112.50 per web site is projected at 15 hours per page at $7.50 an hour. This is far less than what it would cost for a professional to do the pages. As these are students we felt this was more appropriate in figuring the costs.

The administration of the Scribner-Snyder Community School will develop a method of tracking the time spent by the students in developing the web pages.

7. Please provide a breakdown of any other external funding sources. Sources of external funds may include grants from federal agencies or private foundations.

Not applicable

		Unit Price	Total
7	Intel Pentium III 800MHz, 15GB hard drive, 64MB RAM, 1.44MB disk drive, 52 X CD-ROM with sound, Keyboard, Logitech mouse, Intel 10/100 ethernet, 15"AOC monitor with speakers, Norton Anti-Virus, Microsoft Windows 98	$ 1378.00	$ 9646.00
2	HHP895CSe Hewlett-Packard DeskJetCSe jet printer	364.00	728.00
100	2 Category 5 ethernet cables	.18	18.00
200	Category 5 cabling	.18	36.00
3	Face Plates	2.50	7.50
1	Surface Box	4.95	4.95
4	Modular Jacks	6.95	27.80
2	Wall boxes	4.95	9.90
24	LD-5 raceway	2.45	58.80
4	Electronic certification	2.50	10.00
4	RJ-45's	.50	2.00
2	8-port 10/100 hub	119.00	238.00
2	10ft patch cables	6.95	13.90
1	Miscellaneous supplies and routing hardware	150.00	150.00
	Labor		200.00
2	Microsoft Works Suite	99.00	198.00